



CAREER OPPORTUNITY SIXTH CIRCUIT U.S. COURT OF APPEALS

POSITION: Case Manager
CLASSIFICATION & SALARY RANGE: CL-25, \$32,234 - \$52,381*
CLOSING DATE: January 16, 2004

* Salary range is for 2003 and does not include any ECI/Locality adjustment for 2004

POSITION OVERVIEW

The U.S. Court of Appeals for the Sixth Circuit, Office of the Clerk is accepting applications to fill a soon-to-be-vacant permanent full-time case manager position. The position is assigned to the case processing team which handles appeals originating from the State of Ohio (Team 2). Responsibilities generally entail handling all aspects of appellate case processing from initial filing of the notice of appeal to case closure. A position description is available for viewing in the Clerk's Office (see below) describing in more detail the specific responsibilities of the position.

QUALIFICATIONS

The successful applicant for the position will possess strong organizational and interpersonal skills, present a professional image and demeanor, and exercise appropriate discretion in dealing with confidential information. Significant experience with and skills in using computer-based applications, including word processing, are required. All applicants must have earned at least a high school diploma, or its equivalent.

A minimum of two years specialized experience, with at least one year equivalent to work at the CL-24 (JSP or GS 8) level, are required. Specialized experience is defined as progressively responsible clerical experience requiring the regular and recurring application of clerical procedures involving the routine use of keyboard skills, use of specialized terminology, and a demonstrated ability to apply a body of rules, regulations, or laws. Experience gained in a court setting is preferred.

Persons interested in being considered for appointment may apply by submitting a cover letter [and an application (AO 78) if not currently employed by the Court] by no later than January 16, 2004 to:

**U.S. Court of Appeals
Office of the Clerk
524 Potter Stewart U.S. Courthouse
100 East Fifth Street
Cincinnati, Ohio 45202**

Attn. Employment Application - Case Manager

**THE SIXTH CIRCUIT UNITED STATES COURT OF APPEALS
IS AN EQUAL OPPORTUNITY EMPLOYER**

CASE MANAGER

Introduction

This position is located in the Court of Appeals, Clerk's Office. Exercises responsibility for processing cases through all stages of the appellate process, from initial receipt until termination, including Bankruptcy Appellate Panel cases.

Representative Duties

Collects case opening data; reviews the documents for compliance with jurisdictional requisites; determines status of case; determines which cases warrant expedited treatment; identifies prior and related cases and consolidates related cases; prepares case file and case opening documents; properly aligns the parties; docket the case; notifies the parties and attorneys and monitors compliance with rules regarding fees, corporate disclosure, transcript ordering, filing the complete record on appeal, civil appeal conference statement, counsel of record forms, etc., and enters these items on the docket. Establishes deadlines to monitor compliance.

Receives and docket all motions and responses to motions; rules on those motions delegated to clerk's authority by local rule or internal policy; forwards on to appropriate recipient those motions so designated by local rule or policy, and monitors action thereon.

Reviews district court documents and determines whether trial counsel should be appointed as authorized by statute, court rule or court policy. Ensures new counsel is appointed, if necessary.

Researches and responds to verbal and written inquiries from judges, other courts, counsel, pro se parties and others concerning procedures, case problems and case status. Exercises judgment in determining what information should be released and to whom.

Establishes and issues a briefing schedule tailored to case need.

In the absence of the briefs/mandates deputy, receives all briefs tendered for filing; reviews for compliance with technical requirements of Sixth Circuit Rules or federal rules. Advises counsel of deficiencies to briefs with specific directions for correction; and monitors receipt of corrections.

Receives and docket all orders from judges. Prepares and docket those orders which permits the clerk to prepare pursuant to Sixth Circuit Rules. Dismisses and reinstates appeals, as appropriate. Makes timely distribution of orders and opinions to counsel, parties and the district court and district court judges, as appropriate.

In the absences of the briefs/mandates deputy, reviews Sixth Circuit docket sheet to determine the timeliness issuance of the mandate, prepares and issues the mandate, if appropriate.

Reviews deadline reports on a daily basis and makes follow-ups.

Provides courtroom support as primary, backup or setup courtroom deputy.

Construes pro se documents, distributes to appropriate staff members and prepares written responses when necessary.

Provides prompt notification to appropriate court staff of emergency motions; requests expedited responses; and follow-up until completion.